

Qualifications:

Bachelor's Degree

Experience – previous experience as an administrator and/or supervisor preferred.

Reporting To:

Superintendent

Job Goals:

To provide leadership, support, and service in the development, implementation, and coordination of a wellness program to the faculty and staff of the member school districts of the Allen County Schools Health Plan consortium.

Performance Responsibilities:

1. To understand client culture and to develop unique programs;
2. To develop a professional relationship with key contacts, decision makers, brokers, etc. and learn/adapt to individual communication style and mode;
3. To assist in providing employees with helpful insurance/health information (MyCare Compare, Teladoc, EAP, ect);
4. To work closely with wellness vendor to provide best products/pricing for ACSHP;
5. To collaborate with community vendors to offer school employees a variety of discounts;
6. To develop and aid with implementation/maintenance of the employee health portal;
7. To continuously update key contacts on new products and services being offered;
8. To coordinate, communicate, promote and implement onsite biometric screenings in the fall each year-screenings to take place at each district;
9. To Provide 48-hour high risk follow up for participants with elevated screening measurements;
10. To develop and implement monthly health communications and activities;
11. To implement on-site health action campaigns targeted to high risk topics (weight management, stress management, nutritional awareness, dimensions of wellness, etc.);
12. To develop annual goals and objectives for the wellness program;
13. To provide ongoing coaching and support to program participants;
14. To integrate and maintain wellness "brand" into current and future program materials;
15. To participate in wellness related committees and activities (lunch and learns, staff meetings, taste tests) onsite to increase visibility of the wellness program;
16. To analyze data collected from health risk assessments and biometric screening data;
17. To provide comprehensive quarterly objectives report on participation, programs and outcomes;
18. To prioritize programs and interventions based on reported data that will make the greatest impact on participants and cost savings over time;
19. To track and invoice overall program costs and manage incentive budget on a monthly basis. Developing recommendations for future budget planning;
20. To analyze program effectiveness through annual participant outcomes and satisfaction;

21. To participate in nutrition education lessons for special events in each district (if necessary); and

22. Such other duties as may be assigned by the Superintendent.

**Physical/Mental/
Work Hazards**

Works in school buildings under a fast-paced sometimes stressful environment requiring standing, walking, lifting, bending, reaching, pulling, and grasping.

**Travel
Requirements**

Travel to school buildings, city/state agencies and professional meetings as required.

Evaluation:

Performance of this job will be evaluated by the Superintendent or designee.

February 2022